Human Resource Office
ARMY AGR

CPT Bossie

AGR Manager

Who is in the AGR Section?

- CPT Bossie-AGR Manager
- SSG Campbell- Section NCOIC
- SSG Barton-Actions/Retirement NCO
- SSG Cleek-Transition/FTNGD
- SGT Bryson-Actions/Retirement NCO
- SSgt Reedy-Actions/Jobs NCO

FY 2010 AAR

- Processed over 325 FTNGD packets
- Processed 21 AGR Retirements
- Completed 217 DD 214s
- Completed 295 Army AGR orders
- Completed 186 Air Orders
- Completed 152 AGR Job announcements
- Processed 107 transmittals to pay for 280 service members
- Reviewed approximately 670 applications for FTM positions

In processing

- Once/month
- Welcome letter and Checklist sent to selecting official
- Request a Sponsor be assigned to new employee
- Must have enough time on current enlistment
- Must have a valid PHA (within one year)

Army

- Blue Book
  - A Staffing Guide that includes generic staffing guides and enhanced battalion staffing guides
  - MTOE “Drives the Train” for full time unit support requirements
    - MTOE determines
      - Maximum Grade
      - MOS
- Authorizations
  - Command priorities
  - Managed Level of Resources
  - Army Manpower Voucher
    - FY11 Total: 409

Army Training

- MOSQ
  - MOS courses need to be completed within 1 year of hire date
  - Failure to complete may result in separation
- NGPEC Courses
  - Initial hire must complete respective course within 1 year
  - Tracking is supervisor's and member's responsibility (But HRO is watching)

Medical AGR

- AGR Soldiers
  - Tri Care Prime Remote
  - Referrals
  - Fit for Duty
- Appointments to Walter Reed must be coordinated PRIOR TO TRAVEL
- Fit For Duty/Medical Evaluation Board
  - Go through the HSS Office
  - Requested by Commander
  - Soldier’s ability to perform his/her day to day tasks is inhibited

Army

- **Adverse Actions**
  - NGR 600-5 provides supervisors with guidance to correct job related performance.
- Flagging actions IAW AR 600-8-2. DA Form 268 notify HRO
- Job related corrective actions.
  - West Virginia Code of Military Justice (WVCMJ), Section 15*
  - Counseling, DA Form 4856
  - Letters of Reprimand
  - Recommendation for Involuntary Separation (this is the last resort and must be supported by counseling and/or letters of reprimand/UCMJ)

***NOTE: When administering actions under UCMJ/WVCMJ, AR 27-10 must be strictly adhered to. Failure to comply with AR 27-10 could result in the dismissal of the action.**

Document!! Document!!Document!!

Army

- Lateral Transfer Requests

  - Request must be in HRO file 30 days prior to beginning of process to fill vacancy

  - Losing and gaining Commander must agree to transfer

  - Request must be specific on MOS and duty location.

  - Initial tour AGR soldiers must remain in current position for 18 months

Full Time National Guard Duty

- Called ADOS, but proper term is FTNGD
- Must have completed packets
- Looking for
  - 1095
  - 6 years continuous service
  - 17 years of Active Federal Service (AFS)
  - Medical clearance
- Imperative for units to do a thorough check

Mobilization Augmentees

- When a unit deploys (Title 10) NGB has given the states funding to backfill every 3 AGRs with 1 Mob Augmentee
- Fills must not exceed the “cost savings”
  - Cannot fill a SFC, SSG, CPT with 2 LTCs
- Must have prior approval
- Must have complete FTNGD-MA packets

FTE-Full Time Equivalent

- The ability to fill up to 100% of unit requirements
- Must have an alert order
- Must have prior approval
  - Unit-Chain of Command-AGR Branch
- Complete and approved FTNGD packets

Army

- AGR Tour Orders
  - Initial tours:
    - 3 years
    - Both Officer and Enlisted
  - Consecutive tours
    - Officers MRD
    - Enlisted 6 years
  - ETS dates / Tour end dates

Command Leadership and Staff Assignment Policy

- AGRs must be slotted against the M-Day slot commensurate with full time position
- If Soldier is in a command position, must request a waiver
- TAG is the approval authority

Bottom Line:

- Inform the AGR Manager when moving AGR Soldiers

Certificate of release is Law Described in DOD Instruction 1336.1

Release for Active Duty Training, Full-Time Training Duty, or Active Duty for Special Work

Personnel being separated from a period of active duty for training, full-time training duty, or active duty for special work will be furnished a DD Form 214 when they have served 90 days or more, or when required by the Secretary concerned for shorter periods. Personnel shall be furnished a DD Form 214 upon separation for cause or for physical disability regardless of the length of time served on active duty.

Completion of DD 214s

- Ensure all personnel on active duty with the WVNG receive a DD Form 214 at the completion of orders
  - Pre Mob training, ADOS, Mob Aug, FTE, CD
- Provide transition care for individuals on Mob Aug, FTE, pre-mobilization ADOS orders

Out process

- AGRs must out process HRO
- Clear unit
- Clear Supply
- Final orders-PAR for discharge/reassignment
- Affects Pay and entitlements

What you need to know about leave

- AR 600-8-10
- Members on FTNGD or AGR accrue 2.5 days of leave/month
- Leave must be managed
  - Supervisor and Individual
- Leave is lost when there is a break in service (even 1 day)
- WV Policy: FTNGD may not “sell” leave
- Must use leave earned

Rules for Taking Leave

- Sick Child-take leave
- Individual sick-convalescent leave
  - Convalescent leave is non-chargeable, but doctors slip may be required
  - Commander may authorize up to 30 days
  - ALWAYS talk with military doc!!
- Leave and passes combined---

New Army Leave Program

https://ftsmcs.ngb.army.mil/index.htm

Retirement

- Nine-twelve months out
- Request retirement through chain of command

http://www.wv.ngb.army.mil/jobs/Transition%20Point/Retirements/default.html

Questions???